

*-Description required in Comments field.

Examples: "Parking at Airport 3 days x \$10/day" or "Taxi from Airport to Hotel"

Travel Receipt Requirements

Texas A&M University

All expenses over \$75 will require a receipt

Payment Method

Expense Type	Out of Pocket		University-Paid Credit Card	
	Receipt Required?		Receipt Required?	
	Yes	No	Yes	No
Phone		✓*		✓*
Business Meal	✓		✓	
Business Meal-Alcohol	✓		✓	
Meals		✓		✓
Sales Tax Charged in Error	✓		✓	
Hotel	✓		✓	
Hotel Tax	✓		✓	
Rent-Apartment/house	✓		✓	
ATM Cash Withdrawal		✓		✓
Bank Fees	✓			✓
Conference Registration	✓		✓	
Dues	✓		✓	
Gifts	✓		✓	
Incidentals		✓*		✓*
Laundry	✓		✓	
Internet		✓		✓
Educ Books < \$5k	✓		✓	
Rental of Space	✓		✓	
Travel Agent Fees		✓		✓
Services-Other than Travel	✓		✓	
Supplies	✓		✓	
Airfare	✓		✓	
Airfare Ticket Tax	✓		✓	
Airline Fees		✓*		✓*
Boat		✓*		✓*
Bus/Shuttle		✓*		✓*
Car Rental	✓		✓	
Gasoline		✓		✓
Limousine		✓*		✓*
Mileage Single Engine Aircraft		✓		✓
Mileage Turbo Aircraft		✓		✓
Mileage Twin Engine Aircraft		✓		✓
Personal Car Mileage		✓		✓
Subway		✓*		✓*
Taxi		✓*		✓*
Train	✓		✓	
Parking		✓*		✓*
Tolls		✓*		✓*